



AMERICAN SURETY BONDS

1935 Cliff Valley Way NE #115
Atlanta • Georgia • 30329
(404) 486-2355 (Main)
(877) 201-8976 (Toll Free)
(404) 393-0826 (Fax)
info@suretybondsagency.com
www.suretybondsagency.com

Contractor Bond Kit

Following is a list of forms and items needed to get set up for bid, payment and performance bonds. Please be kind enough to complete each form in its entirety and provide us as much information as possible. The more information we have, the faster we can say YES to your approval. If you have any questions or need any assistance, please do not hesitate to contact us immediately.

General Forms to Complete

- **Contractor's Questionnaire**
- **Personal Financial Statement**—all owners, partners, stockholders or members must complete.
- **Business Plan**
- **Resume**—all owners, partners, stockholders, members and key personnel must complete.
- **Work on Hand**—must be current within 30 days.
- **Bank Reference Letter**—please have your bank representative complete the form and return to us.
- **Reference Letter**—please have a representative from your **3 largest projects** complete this form and return directly to us.
- **Supplier Reference Letter**—please have a representative from **3 prime suppliers** complete this form and return directly to us.

Financial Statements

- **Please provide copies of the company's CPA prepared fiscal year-end statements for the last 3 years.**
 - The statements must be prepared by a CPA using the percentage of completion method of accounting.
 - If your company is new or recently incorporated, please have your CPA prepare an opening financial statement.
 - If your statement is more than 6 months old, please provide an interim statement less than 90 days old.

Bond Request Forms

Please complete the bond request forms ONLY if you have a CURRENT bond request.

- **Bid Bond Request**—complete this form only if you have a current bid bond request.
- **Payment and Performance Bond Request**—Complete the form only if you have a current payment & performance bond request.
- **Job Cost Breakdown**—This form must accompany all bond requests.

Other Items Needed

- **Corporate Tax Returns for the LAST 3 YEARS.** If you have filed an extension for this year, please provide a copy of the extension.
- **Personal Tax Returns for the LAST 3 YEARS.** All owners, partners, stockholders and/or members must submit their personal tax returns.
- **Current Certificate of Insurance**

*****Please be as thorough as possible when completing all sections of the bond kit.**

Contact us immediately with any questions or if you need assistance.***



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Contractor's Questionnaire

Business Information

Business Name: _____
Please provide your exact business name to be listed on your bond to include any D.B.A.

Business Address: _____
Please list FULL business address to be listed on your bond.

Sole Proprietorship Partnership S Corp C Corp LLC EIN: _____

Effective Date of Business: _____ Year/State of Incorporation: _____

Company Specialty: _____

Affiliated Companies: _____

Contact Information

Contact Name: _____

Office Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Website: _____

Owner Information

Please list legal information for all owners, partners, stockholders or members. Make extra copies if needed.

Name: _____ SSN: _____

Address: _____

Title: _____ Percentage of Ownership: _____

Spouse's Name: _____ Spouse's SSN: _____

Name: _____ SSN: _____

Address: _____

Title: _____ Percentage of Ownership: _____

Spouse's Name: _____ Spouse's SSN: _____

Name: _____ SSN: _____

Address: _____

Title: _____ Percentage of Ownership: _____

Spouse's Name: _____ Spouse's SSN: _____

Company Background Information

Has your company ever been bonded? Yes No

Previous Surety: _____

Reason for leaving previous surety: _____

Largest Bonded Project: _____

Largest Unbonded Project: _____

Largest Work Program: _____

Number of Projects: _____

% of Work Performed In-House: _____

% of Work Subcontracted: _____

Has your company ever been declined for bonding?

Yes No

Has your company ever failed to complete a project on schedule?

Yes No

Is there any litigation or claims pending on completed work?

Yes No

Has your company or any of its principals ever petitioned for bankruptcy, failed in business or defaulted so as to cause a loss to a surety?

Yes No

Have any owners/partners/stockholders/members ever had an arrest, indictment, imprisonment or conviction?

Yes No

Financial Information

Date of Fiscal Year End: _____

Financial Statements Prepared By CPA? Yes No

Name and Address of CPA: _____

On what basis are financial statements prepared? Cash Accrual % of Completion Complete Contract

Classification of year end statement: Audit Review Compilation

How often are financial statements prepared? Annually Semi-Annually Quarterly

Banking Information

Bank Name: _____

Do you have an established line of credit? Yes No

Amount: _____

How much is currently available? _____

Expiration Date: _____

Is the line secured? Yes No

Type of security? _____

Insurance Information

General Liability Insurance Carrier: _____

Hazardous Liability Carrier: _____

Workers Compensation Insurance Carrier: _____

Supplier References

Company Name: _____

Contact Person: _____

Phone: _____

E-Mail: _____

Company Name: _____

Contact Person: _____

Phone: _____

E-Mail: _____

Company Name: _____

Contact Person: _____

Phone: _____

E-Mail: _____

Completed Projects References

Please provide complete information on the 5 largest projects completed by your company.

Project Name: _____ Contract Amount: _____

Obligee Name: _____

Contact Name: _____ Contact Phone: _____

Date Completed: _____ Final Profit: _____

If bonded, Name of Surety: _____

Project Name: _____ Contract Amount: _____

Obligee Name: _____

Contact Name: _____ Contact Phone: _____

Date Completed: _____ Final Profit: _____

If bonded, Name of Surety: _____

Project Name: _____ Contract Amount: _____

Obligee Name: _____

Contact Name: _____ Contact Phone: _____

Date Completed: _____ Final Profit: _____

If bonded, Name of Surety: _____

Project Name: _____ Contract Amount: _____

Obligee Name: _____

Contact Name: _____ Contact Phone: _____

Date Completed: _____ Final Profit: _____

If bonded, Name of Surety: _____

Project Name: _____ Contract Amount: _____

Obligee Name: _____

Contact Name: _____ Contact Phone: _____

Date Completed: _____ Final Profit: _____

If bonded, Name of Surety: _____

This application consists of this instrument, the financial statement, and an indemnity, security, and trust agreement signed by the applicant with regard to the bond or bonds requested, such financial statement and agreements incorporated by herein by reference.

The undersigned, and each of us, authorize the Surety to obtain credit information and make other such investigation, as it deems necessary to underwrite this application. The undersigned, and each of us further represent that the information contained in this application and all documents referred to herein is true and that such information is being submitted for the purpose of indicating a Surety to issue bond(s) and that Surety is relying upon such information as a condition to the issuance of such bond(s).

In addition to the information contained in this application as well as the terms and conditions thereof, applicant acknowledges that he has been advised that the Surety may, as additional collateral, require insurance on the principal or key employees with the Surety named as beneficiary. In case of death said collateral shall be used to indemnify Surety against loss or expense. If said collateral shall be required, applicant agrees to provide same at issuance of bond or if unable to so provide, applicant agrees that Surety may secure same at applicant's expense.

In the event that a bond or bonds are issued, the undersigned and all indemnitors of the undersigned, if any, agrees to pay or cause to be paid the premium at the rate charged therefore, and any additional charge for contract increases, if any, that may be due to Surety.

X _____
Signature & Title

Date: _____

X _____
Signature & Title

Date: _____



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Personal Financial Statement

Name: _____

Date: _____

Home Address: _____

Business Name: _____

ASSETS		LIABILITIES	
Cash on Hand & in Banks.....	\$ _____	Accounts Payable.....	\$ _____
Savings Accounts.....	\$ _____	Notes Payable to Banks and Others....	\$ _____
IRA or Other Retirement Account(s)...	\$ _____	<i>(Describe in Section 2)</i>	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto).....	\$ _____
Life Insurance-Cash Surrender Value.	\$ _____	Installment Account (Other).....	\$ _____
<i>(Complete Section 8)</i>		Loan on Life Insurance.....	\$ _____
Stocks and Bonds.....	\$ _____	Mortgages on Real Estate.....	\$ _____
<i>(Describe in Section 3)</i>		<i>(Describe in Section 4)</i>	
Real Estate.....	\$ _____	Unpaid Taxes.....	\$ _____
<i>(Describe in Section 4)</i>		<i>(Describe in Section 6)</i>	
Automobile Present Value.....	\$ _____	Other Liabilities.....	\$ _____
Other Personal Property.....	\$ _____	<i>(Describe in Section 7)</i>	
<i>(Describe in Section 5)</i>		Total Liabilities	\$ _____
Other Assets.....	\$ _____	Net Worth	\$ _____
<i>(Describe in Section 5)</i>		Total	\$ _____
Total	\$ _____		

Section 1 ~ Source of Income		Contingent Liabilities	
Salary	\$ _____	As Endorser or Co-Maker	\$ _____
Net Investment Income	\$ _____	Legal Claims & Judgments	\$ _____
Real Estate Income	\$ _____	Provisions for Federal Income Tax	\$ _____
Other Income (Describe Below)	\$ _____	Other Special Debt	\$ _____
Description of Other Income in Section 1			

Section 2 ~ Notes Payable to Banks and Others (Use attachments if necessary.)					
Name & Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (Monthly, etc.)	How Secured or Endorsed, Type of Collateral

Section 3 ~ Stock and Bonds (Use attachments if necessary.)					
# of Shares	Name of Securities	Cost	Market Value/ Quotation	Date of Quotation	Total Value

Section 4 ~ Real Estate Owned (List each property separately. Use attachments if necessary.)			
	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month			
Status of Mortgage			

Section 5 ~ Other Personal Property and Other Assets	(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)

Section 6 ~ Unpaid Taxes	(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7 ~ Other Liabilities	(Describe in detail.)

Section 8 ~ Life Insurance	(Give face amount and cash surrender value of policies – name insurance company and beneficiaries.)

I hereby certify that the above information is accurate and true as of the date stated. I authorize the American Surety Bonds Agency, LLC and/or the Surety to verify the accuracy of the statements made and to determine my creditworthiness. I understand FALSE statements my result in forfeiture of benefits and may be punishable by law.

Signature: _____

Date: _____

Signature: _____

Date: _____



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Business Plan

Name of Business: _____

Business Address: _____

Original Number of Employees: _____ Current Number of Employees: _____

Description of work done by the firm: _____

In the event of injury or death, who would run your business? _____

Do you have a formal succession plan in place? Yes No

Do you have life insurance? Yes No If yes, how much? _____

Is the life insurance payable to the company? Yes No

Is there enough to cover your current outstanding work on hand? Yes No

How much life insurance do you have for your family? _____

Names and Positions of relatives that work for the company:

Provide a description of management and continuity provisions currently in place for the business:

What will happen when you retire?

What are your business goals for the next 12 months?



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Resume

Name: _____

Complete Home Address: _____

Date of Birth: _____ SSN: _____

Education

Level of Education Completed: _____

College Attended: _____ Dates Attended: _____

Special education/training taken related to your profession/specialty:

Experience

Company Name: _____ Dates of Employment: _____

Starting Position: _____ Percentage of Ownership: _____

Present Position/Responsibilities: _____

Company Name: _____ Dates of Employment: _____

Position/Responsibilities: _____

Company Name: _____ Dates of Employment: _____

Position/Responsibilities: _____

Company Name: _____ Dates of Employment: _____

Position/Responsibilities: _____

References

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____



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Directions for Completing a Work on Hand

A work on hand is simply a chart outlining all projects currently in progress. Your work on hand will be used in evaluating your bonding capacity and all bond requests. As such, it is important that we have an accurate description of all projects on hand. As a general rule, we require an updated work on hand quarterly.

1. Write your company name and the date at the top of the chart where indicated.
2. In the left hand column, provide us with a brief description of the project: Project Name & Obligee.
3. In the next two columns, provide the start date and anticipated completion date. Please do not include any projects that are complete.
4. Please indicate whether the project was bonded or not by checking the appropriate box.
5. In the column labeled “**CONTRACT PRICE**,” enter the amount of the contract. This total should also include any change orders to the project. Please list only projects of \$50,000 or more.
6. In the column labeled “**CONTRACTOR’S COST**,” enter the amount it will cost you to complete the project (contract amount – profit).
7. In the column labeled “**TOTAL BILLED TO DATE**,” enter the total amount you have billed to date.
8. In the column labeled “**TOTAL COST TO DATE**,” enter the total amount it has cost you to do the project to date. This should not include any profit.
9. In the column labeled “**TOTAL REVISED COST TO COMPLETE**,” enter the total amount it will cost you to complete the project. Generally you can use the following equation to reach the total:
$$\text{CONTRACTORS COST} - \text{TOTAL COST TO DATE} = \text{TOTAL REVISED COST TO COMPLETE}$$
10. After you have completed entering all projects, total each column and record it in the bottom “**TOTALS**” fields.
11. In the bottom left section, record all totals:
 - a. **Total Uncompleted Work** – This amount can be figured by adding all amounts listed in the “TOTAL REVISED COST TO COMPLETE” column.
 - b. **Total Uncompleted Work By Sub Contractors** – Please enter the amount of your uncompleted work that will be done by subcontractors.
 - c. **Bonded & UnBonded** – These amounts can be figured by adding the “TOTAL REVISED COST TO COMPLETE” fields for the bonded projects and then the unbounded projects.
12. After all totals have been entered, review and sign in the bottom right section.



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Schedule of Uncompleted Work

Contractor: _____

Date: _____

Project Title & Oblige	Start Date	Estimated Date of Completion	Bonded	Unbonded	Contract Price (Including Approved Change Orders)	Contractor's Cost (Including Cost of Approved Change Orders)	Total Billed To Date	Total Cost To Date	Total Estimated Cost to Complete
Totals									

Total Uncompleted Work: _____

Signature: _____

Total Uncompleted Work by Subcontractors: _____

Title: _____

Total Bonded Work: _____

Comments: _____

Total Unbonded Work: _____



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Bank Reference Letter

Principal (Business) Name: _____

Business Address: _____

Bank Name: _____

Bank Address: _____

Bank Representative Name & Title: _____

Phone: _____ Email: _____

The remainder of the form must be completed by your bank representative. The representative's signature must be notarized.

General Bank Information

Opening Date of Operating Account(s): _____

Current Year Average Balance: _____ Previous Year's Average Balance: _____

Savings Account(s)? Yes No Present Savings Account Balance: _____

Line of Credit

Date Line of Credit Opened: _____ Expiration Date: _____

Maximum High Credit: _____ Present Balance in Use: _____

Secured? Yes No Collateral: _____

Installment Loans

Total Current Balance of Outstanding Installment Loans: _____

Total Paid Per Month: _____ Maximum Term of Indebtedness: _____

Secured? Yes No Collateral: _____

Principal Information

Is Principal Co-Endorser for Others? Yes No

If Yes, for Whom? _____ Amount: _____

Does bank know of any contingent liabilities facing Principal? _____

Any liens filed, judgments, suites or claims pending? _____

Does the bank have current financial information about the Principal? _____

Does the bank have knowledge of the Principal's key personnel? _____

Bank's opinion of the Principal: _____

I hereby certify that all of the information presented herein is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

State of: _____ County of: _____ Date: _____

Notary's Signature: _____ Commission End Date: _____



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Reference Letter

Principal (Business) Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Contact Name: _____

To Whom It May Concern:

The above listed Principal has applied to American Surety Bonds Agency for a surety bond and has listed your name as a reference. Please be kind enough to complete this letter of reference regarding previous work the Contractor has performed for you.

Please return the completed form directly to American Surety Bonds Agency via fax or email. Should you have any questions, please do not hesitate to contact us.

Largest Project Completed (Dollar Amount): _____

Project Title: _____

Type of Work: _____

Location of Project: _____

Project Start Date: _____ Project End Date: _____

Quality of Workmanship: _____

Cooperation: _____

Was the project completed on time? Yes No

Would you work with this firm again? Yes No

Any problems? Yes No Explain: _____

Comments: _____

Obligee Name: _____

Address: _____

Phone: _____ Email: _____

Contact Name: _____ Date: _____



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Supplier Reference Letter

Principal (Business) Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Contact Name: _____

To Whom It May Concern:

The above listed Principal has applied to American Surety Bonds Agency for a surety bond and has listed your name as a reference. Please be kind enough to complete this letter of reference regarding your supplier relationship.

Please return the completed form directly to American Surety Bonds Agency via fax or email. Should you have any questions, please do not hesitate to contact us.

How long have you been doing business with the above named Principal? _____

What is the largest amount of credit extended? _____

What, if any, is the current outstanding balance due? _____

Are there any past due amounts? _____

Does the Principal have an open line of credit with you? Yes No

How does the Principal pay (30, 60, 90 days)? _____

Have you ever limited the Principal's purchases? Yes No

If yes, please explain: _____

Do you know of any claims or suits now pending against the Principal? Yes No

If yes, please explain: _____

Comments: _____

Supplier Name: _____

Address: _____

Phone: _____

Email: _____

Contact Name: _____

Date: _____



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Job Cost Breakdown

Principal: _____

Project Title: _____

INCOME & EXPENSES

Income

<u>Contract Revenue</u> _____	\$ _____	_____ %
-------------------------------	----------	---------

Expenses

<u>Contractor's Labor</u> _____	\$ _____	_____ %
---------------------------------	----------	---------

<u>Materials/Supplies</u> _____	\$ _____	_____ %
---------------------------------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

<u>Subcontractor Labor</u> _____	\$ _____	_____ %
----------------------------------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

_____	\$ _____	_____ %
-------	----------	---------

<u>Total from Attached Sheets</u> _____	\$ _____	_____ %
---	----------	---------

<u>Overhead</u> _____	\$ _____	_____ %
-----------------------	----------	---------

Total Expenses	\$ _____	
-----------------------	-----------------	--

Profit	\$ _____	
---------------	-----------------	--



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Bid Bond Request

Principal: _____

Bid Date: _____ Time: _____

Please submit the following items with your bid bond request:

- Job Cost Breakdown
- Invitation to Bid and Solicitation and/or link
- Bid Bond Forms, if applicable
- Current Work on Hand

Project Information

Estimated Bid Amount: _____ Invitation Number: _____

Obligee: _____

Obligee Address: _____

Project Title/Description: _____

Project Location (Complete Address): _____

% of Bid Guarantee Amount: 5% 10% 20% Other _____

Time to Complete: _____ Liquidated Damages: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Percentage Subbed: _____ Trades Subbed: _____

Maintenance Period: _____ Ancillary Bonds Required: _____

Payment and Performance Bond Requirement if other than 100%: _____

Does the Obligee require a specific bid bond form to be used? Yes No If yes, please provide forms.

Does the Obligee have any special requirements pertaining to the Surety company? (e.g., T-Listing, Best Rating)

I have carefully reviewed my bid specifications and bond requirements and certify that the above information is correct and accurate. I understand my responsibility to provide the Surety with the bid results, including names of bidders and bid amounts, as soon as possible after the bid opening.

Principal Signature: _____ Date: _____

Mode of Delivery: USPS Pick Up FedEx UPS Other _____



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Payment & Performance Bond Request

Principal: _____ Date: _____

Name and Title of who will sign this bond: _____

Please submit the following items with your bond request:

Copy of Contract

Job Cost Breakdown (see attached)

Bid Results (if applicable)

Current Work on Hand (within the last 30 days), Current Certificate of Insurance

Project Information

Contract Amount: _____ Bond Amount: _____

Contract Date: _____ Expected Start Date: _____ Contract Number: _____

Obligee: _____

Obligee Full Address: _____

Obligee Contact Info: Name/Phone/E-mail: _____

Project Title/Description: _____

Project Address: _____

% Subbed: _____ What is being Subbed? _____

- Have you worked with your subcontractors before? Yes No
- If no, please provide reference information for trades subbed and subcontract amounts.
- Do you require your subcontractors to have a bond? Yes No
- Subcontractor reference checked? Yes No

Was the project bid or negotiated? Bid Negotiated If bid, please provide results.

Does the Contract require a specific bond form to be used? Yes No If yes, please provide forms.

Does the Contract require more than one copy of the bond(s)? Yes No If yes, how many? _____

Does the Obligee have any special requirements pertaining to the Surety company? (e.g., T-Listing, Best Rating)

Does the Obligee require the bond or power left blank (not dated)? Yes No

Principal Signature: _____ Date: _____

Mode of Delivery: USPS Pick Up FedEx UPS Other _____



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Bid Results

Please provide the bid results for the following project as soon as possible after the bid opening.

Contractor Name: _____

Bond Number: _____ Bid Date: _____

Bid Amount: _____

Obligee: _____

Project Title: _____

Three Lowest Bidders

Company Name

Bid Amount

_____ \$ _____

_____ \$ _____

_____ \$ _____

If not listed above, please list your firm's bid amount: \$ _____

Comments:
